

**SEASONAL LEAD PARK ATTENDANT**  
**(Upper County Park)**  
**352**

**DEPARTMENT:** Community Services/Parks and Recreation

**NATURE OF WORK:**

Manages the operation of the Upper County park and recreation facility. Duties are performed under the general direction of the Superintendent of Parks and Recreation. Working hours include weekends and holidays.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Inspects park facilities to help ensure safe and proper conduct of park visitors.

Coordinates the maintenance and ensures safe operation of specific site equipment.

Assists with special facility arrangements.

Directs visitors to the park areas and provides instructions for use if necessary.

Maintains inventories and supplies for maintenance and concession items.

Maintains general order and cleanliness of park facilities.

Assists with the hiring and selection of part-time staff. Directs, supervises, and evaluates assigned staff.

Schedules staff hours and training. Collects time records of other staff and verifies time.

Prepares and submits facility use reports to include attendance, revenue, incident and accident reports, and special requests by the supervisor.

Assists with preparation of annual operating budgets through end-of-year reports for facility and operational needs.

Assumes direct responsibility for the maintenance and operation of the pump house, filtration system, chlorination, and pool safety.

Coordinates the planning and development of a diversified aquatic program with the Aquatic Program Specialist in accordance with community need.

Assists with the supervision of the instructional swimming program, special events and other aquatic programs.

Serves as life guard, instructor, and park attendant when necessary.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Performs other duties as required or assigned.

#### **JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed at the Upper County Park. Operates telephone and cash register. Operates small Cushman truck to collect and dispose of trash. Requires considerable movement throughout the park. Requires working outdoors occasionally in unpleasant weather conditions. May be assigned to other parks as needed.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to organize and direct park operations.

Ability to establish and maintain effective working relationships with park staff, maintenance staff, and park visitors.

Ability to supervise and evaluate the work of others.

Ability to communicate orally and in writing.

Ability to follow oral and written instructions.

Ability to operate a standard cash register and to make cash transactions.

#### **MINIMUM QUALIFICATIONS:**

High school diploma or equivalent; previous experience working with the public preferred; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

#### **NECESSARY SPECIAL QUALIFICATIONS:**

Considerable knowledge of swimming pool operation including sanitation, maintenance, and safety.

Thorough knowledge of principles, swimming instruction techniques.

Must possess a valid, current American Lifeguard Training, CPR certificate, American Red Cross First Aid, WSI (NM) and Pool Operators's License.